

Preproposal Conference on Tuesday, August 20, 2002

Proposals due Friday, August 30, 2002, 2:00 p.m.

Request for Proposals

For

Operational Support Center

For

The Annual Career and Technical Education Completer Follow-Up Survey

## **REMINDER**

Please check your proposal to make sure you have included all of the specifications in the RFP. These include, but are not limited to, the following:

1. Proposal should be signed in ink (Section III-B).
2. Specify the period of time your proposal is valid (Section III-B). It must be valid at least 60 days from August 30, 2001.
3. List any subcontractors (Sections IV-A and IV-C).
4. Identify authorized expeditor (Section IV-D).
5. Include fax number for your office (Section IV-A).
6. Important Due Dates:

Tuesday, August 20, 2002 Preproposal Conference

August 30, 2002 Proposals must be received by MDCD by 2:00 p.m.

7. Submit 8 copies each of the:

Technical Proposal (Section IV-G) must NOT include price (Section III-B)

Price Proposal (Section IV-G)

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## **SECTION I**

### **GRANT SERVICES TERMS AND CONDITIONS**

#### **I-A PURPOSE**

This Request for Proposals (RFP) provides the prospective grantees with information for the preparation and submission of a proposal for consideration by the State of Michigan to satisfy its need to maintain a support center to coordinate the technical aspects of the annual collection of information concerning students enrolled in or who have completed secondary Career and Technical Education programs and to process, compile, report and verify the data collected.

Information gathered will provide basic evaluative indicators of the status of the secondary vocational education delivery system in Michigan. The U.S. Department of Education (USDOE) requires information on Career and Technical Education student performance, graduation rates and employment placement. This information is necessary to establish statewide benchmarks and annual performance measures. The information derived is a critical ingredient in local, regional and state-level vocational education planning and decision making. Obtaining this information annually requires collection of a large volume of data, close attention to technical data quality control procedures, and other complex operations—all with tight schedules.

The Grant awarded from this solicitation will be a fixed price grant.

#### **I-B TERM OF GRANT**

The State of Michigan is not liable for any cost incurred by any bidder prior to signing of a grant by all parties. The activities in the proposed grantt cover the period from October 1, 2002 to September 30, 2003. The State fiscal year is October 1<sup>st</sup> through September 30<sup>th</sup>. The prospective Grantee should realize that payments in any given fiscal year are contingent upon enactment of legislative appropriations.

It is proposed that, if a grant is entered into as a result of this RFP, it will be a time and materials negotiated grant. Negotiations may be undertaken with the Grantee who appears to be the most qualified, responsible, provides the best value in performing the tasks and objectives of this project and is capable of performing the work outlined in this RFP. The grant that may be agreed upon will be the most advantageous to the State, price and other factors considered. The State reserves the right to consider proposals and modifications thereof received at any time before the award is made, if such action be in the interest of the State.

## **I-C ISSUING OFFICE**

This RFP is issued for the State of Michigan by the Department of Career Development, Office of Career and Technical Preparation. The Michigan Department of Career Development is the sole point of contact with regard to all procurement and grant matters relating to the services described herein. The Michigan Department of Career Development is the only office authorized to change, modify, amend, alter, clarify, etc., the specifications, terms, and conditions of the Request for Proposals and any grant(s) awarded as a result of the Request. The Michigan Department of Career Development will remain the **SOLE POINT OF CONTACT** throughout the procurement process. All communications concerning this procurement must be addressed to:

Wes Van Malsen  
Office of Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7th Floor  
Lansing, Michigan 48913

## **I-D GRANT ADMINISTRATOR**

Upon receipt of the properly executed Grant Agreement, it is anticipated that the person named below will be authorized to administer the grant on a day-to-day basis:

Jill Kroll, Ph.D., Education Research Consultant  
Office of Career and Technical Preparation  
Michigan Department of Career Development  
P.O. Box 30712  
Lansing, Michigan 48909

## **I-E PRICE PROPOSAL**

All invoices must reflect actual work done. Specific details of invoices and payments will be agreed upon between the Grant Administrator and the Grantee after the proposed Grant Agreement has been signed and accepted by both the Grantee and the Michigan Department of Career Development. Fifteen (15) percent of the total grant will remain for final payment until after the Michigan Department of Career Development has received the final report. **Bidders Please Note:** All rates quoted in response to this Request will be firm for the duration of the proposed grant. No price changes will be permitted.

**I-F     COST LIABILITY**

The State of Michigan assumes no responsibility for costs incurred by the Grantee prior to the signing of any Contract resulting from this Request. Total liability of the State is limited to the terms and conditions of this Request and any resulting grant.

**I-G     GRANTEE RESPONSIBILITIES**

The Grantee will be required to assume responsibility for all grant activities offered in this proposal whether or not that grantee performs them. Further, the Michigan Department of Career Development will consider the Grantee to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the anticipated grant. If any part of the work is to be subcontracted, responses to this RFP should include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning the subcontractor's organizational abilities. The Michigan Department of Career Development reserves the right to approve subcontractors for this project and to require the Grantee to replace subcontractors found to be unacceptable. The Grantee is totally responsible for adherence by the subcontractors to all provisions of the grant.

**I-H     NEWS RELEASES**

News releases pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior approval from the Michigan Department of Career Development; and then only in accordance with explicit written instructions. No results of the program are to be released without prior approval of the Michigan Department of Career Development and then only to persons designated.

**I-I     CONFIDENTIALITY**

The Grantee will be bound by the same standards of confidentiality as are State employees. The Grantee may not release any products or portions of products resulting from the grant without prior written approval of the Grant Administrator.

**I-J     DISCLOSURE**

All information in a bidder's proposal and any Contract is resulting from this ITB is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, *et seq.*

## **I-K     ACCOUNTING RECORDS**

The Grantee will be required to maintain all pertinent financial and accounting records and evidence pertaining to the grant in accordance with generally accepted principles of accounting and other procedures specified by the Michigan Department of Career Development. Financial and accounting records shall be made available, upon request, to the Michigan Department of Career Development, its designees, or the Michigan Department of Auditor General at any time during the grant period and any extension thereof, and for three (3) years from expiration date and final payment on the grant or extension thereof.

## **I-L     INDEMNIFICATION**

### **1.     General Indemnification**

The Grantee shall indemnify and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

- a. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from (1) the product provided or (2) performance of the work, duties, responsibilities, actions or omissions of the Grantee or any of its subcontractors under this grant;
- b. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from a breach by the Grantee of any representation or warranty made by the Grantee in the grant;
- c. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or related to occurrences that the Grantee is required to insure against as provided for in this grant agreement;
- d. any claim, demand, action, citation or legal proceeding against the State, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Grantee, by any of



its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the State;

- e. any claim, demand, action, citation or legal proceeding against the State, its employees and agents which results from an act or omission of the Grantee or any of its subcontractors in its or their capacity as an employer of a person.

## 2. Patent/Copyright Infringement Indemnification

The grantee shall indemnify, defend and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents from and against all losses, liabilities, penalties, fines, damages (including taxes), and all related costs and expenses (including reasonable attorney's fees and disbursements). The Grantee shall indemnify and hold harmless the State, its departments, divisions, agencies, sections, commissions, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Grantee or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States. In addition should the equipment, software, commodity or service, or the operation therefore, become or in the Grantee's opinion be likely to become, the subject of a claim of infringement, the Grantee shall, at the Grantee's sole expense (i) procure for the State the right to continue using the equipment, software, commodity or service or, if such option is not reasonably available to the Grantee, (ii) replace or modify the same with equipment, software, commodity or service of equivalent function and performance so that it becomes non-infringing, or, if such option is not reasonably available to Grantee, (iii) accept its return by the State with appropriate credits to the State against the Grantee's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.

3. Indemnification Obligation Not Limited

In any and all claims against the State, or any of its agents or employees, by any employee of the Grantee or any of its subcontractors, the indemnification obligation under the grant shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Grantee or any of its subcontractors under workers' disability compensation acts, disability benefits acts, or other employee benefits acts. This indemnification clause is intended to be comprehensive. Any overlap in subclauses, or the fact that greater specificity is provided as to some categories of risk, is not intended to limit the scope of indemnification under any other subclause.

4. Continuation of Indemnification Obligation

The duty to indemnify will continue in full force and effect notwithstanding the expiration or early termination of the Grant with respect to any claims based on facts or conditions which occurred prior to termination.

**I-M GRANTEE'S LIABILITY INSURANCE**

The Grantee shall purchase and maintain such insurance as will protect them from claims set forth below which may arise out of or result from the Grantee's operations under the Grant/Purchase Order, whether such operations be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. Claims under workers' disability compensation, disability benefit and other similar employee benefit act. A non-resident Grantee shall have insurance for benefits payable under Michigan's Workers' Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other employee protected by workers' disability compensation laws of any other state the Grantee shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee.
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of their employees.

3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than their own employees, subject to limits of liability of not less than \$100,000 each occurrence and, when applicable \$300,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards.
4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.
5. Insurance for Subparagraphs 3 and 4 non-automobile hazards on a combined single limit of liability basis shall not be less than \$100,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Grantee's obligations under the Indemnification clause of the Grant/Purchase Order.

**BEFORE STARTING WORK THE GRANTEE MUST FURNISH TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT, OFFICE OF CONTRACT AND GRANT ADMINISTRATION, ORIGINAL CERTIFICATE(S) OF INSURANCE VERIFYING LIABILITY COVERAGE. THE GRANT OR PURCHASE ORDER NUMBER MUST BE SHOWN ON THE CERTIFICATE OF INSURANCE TO ASSURE CORRECT FILING.** These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least fifteen days prior written notice bearing the grant number or purchase order number has been given to the Grant Administrator.

## **I-N LITIGATION**

The State, its departments, and its agents shall not be responsible for representing or defending the Grantee, Grantee's personnel, or any other employee, agent, or subcontractor of the Grantee, named as a defendant in any lawsuit or in connection with any tort claim.

The Department and the Grantee agree to make all reasonable efforts to cooperate with each other in the defense of any litigation brought by any person or persons not a party to the Grant.

The Grantee shall submit quarterly litigation reports providing details for all criminal and civil litigation arising out of, or relevant to, the performance of the Grant in which the Grantee or subcontractor, or the Grantee's insurers or insurance agent are parties.

The provisions of this section shall survive the expiration or termination of the Grant.

## **I-O    CANCELLATION**

- a) The Department may cancel the Grant for default of the Grantee. Default is defined as the failure of the Grantee to fulfill the obligations of their quotation, grant, or purchase order. In case of default by the Grantee, the Michigan Department of Career Development may immediately and/or upon 30 days prior written notice to the Grantee cancel the grant or purchase order without further liability to the State, its departments, divisions, agencies, sections, commissions, officers, agents and employees, and procure the articles or services from other sources and hold the Grantee responsible for any excess costs occasioned thereby.
- b) The Department may cancel the Grant in the event the Department no longer needs the service or commodity specified in the grant, or in the event program changes, changes in laws, rules or regulations, relocation of offices occur, lack of funding, or the Department determines that statewide implementation of the Grant is not feasible, or if prices for additional services requested by the Department are not acceptable to the Department. The Department may cancel the Grant without further liability to the State, its departments, divisions, agencies, sections, commissions, officers, agents and employees by giving the grantee written notice of such cancellation 30 days prior to the date of cancellation.
- c) The Department may cancel the grant for lack of funding. The Grantee acknowledges that, if this grant extends for several fiscal years, continuation of this grant is subject to appropriation of funds for this project. If funds to enable the State to effect continued payment under this grant are not appropriated or otherwise made available, the Department shall have the right to terminate this grant without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to the Grantee. The Department shall give the Grantee written notice of such non-appropriation within 30 days after it receives notice of such non-appropriation.
- d) The Department may immediately cancel the grant or purchase order without further liability to the State, its departments, agencies and employees if the Grantee, an officer of the Grantee, or an owner of a 25% or greater share of the Grantee's organization is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State, reflects on the Grantee's business integrity.

- e) The Department may immediately cancel the Grant in whole or in part by giving notice of termination to the Grantee if any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, Section 5, and Civil Service Rule 4-6.
- f) The Department may, with 30 days written notice to the Grantee cancel the Grant in the event prices proposed for the Grant modification/extension are unacceptable to the Department.

**I-P ASSIGNMENT**

The Grantee shall not have the right to assign this Grant or to assign or delegate any of its duties or obligations under this Grant to any other party (whether by operation of law or otherwise), without the prior written consent of the Department. Any purported assignment in violation of this Section shall be null and void. Further, the Grantee may not assign the right to receive money due under the Grant without the prior written consent of Grant Administrator.

**I-Q DELEGATION**

The Grantee shall not delegate any duties or obligations under this grant to a subcontractor other than a subcontractor named in the bid unless the Grant Administrator has given written consent to the delegation.

**I-R NON-DISCRIMINATION CLAUSE**

In the performance of any grant or purchase order resulting herefrom, the bidder agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability or unrelated to the individual's ability to perform the duties of the particular job or position. The bidder further agrees that every subcontract entered into for the performance of any grant or purchase order resulting herefrom will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. This covenant is required pursuant to The Elliot Larsen Civil Rights act, 1976 Public Act 453, as amended, MCL 37.2101, *et seq*, and the Persons with Disabilities Civil Rights Act, 1976 Public Act 220, as amended, MCL 37.1101, *et seq*, and any breach thereof may be regarded as a material breach of the grant or purchase order.

**I-S     MODIFICATION OF SERVICE**

The Michigan Department of Career Development reserves the right to modify this service during the course of this grant. Such modification may include adding or deleting tasks which this service shall encompass and/or any other modifications deemed necessary. Any changes in pricing proposed by the Grantee resulting from the requested changes are subject to acceptance by the State. Changes may be increases or decreases.

IN THE EVENT CHANGES ARE NOT ACCEPTABLE TO THE MICHIGAN DEPARTMENT OF CAREER DEVELOPMENT, THE GRANT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATIONS.

**I-T     ACCEPTANCE OF PROPOSAL CONTENT**

The contents of this document and the vendor's proposal will become contractual obligations, if a grant ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

**I-U     REVISIONS, CONSENTS, AND APPROVALS**

Any grant resulting from this RFP may not be revised, modified, amended, extended, or augmented, except by a writing executed by the parties hereto, and any breach or default by a party shall not be waived or released other than in writing signed by the other party.

**I-V     ENTIRE AGREEMENT AND ORDER OF PRECEDENCE**

The following documents constitute the complete and exclusive statement of the agreement between the parties as it relates to this transaction: In the event of any conflict among the documents, the following order of precedence shall apply (in descending order of precedence):

1. Final Executed Grant
2. This Michigan Department of Career Development RFP (including subsequent written clarification provided in response to questions raised at a pre-bid meeting or through correspondence) and any Addenda thereto;
3. Grantee's Response(s) to this RFP and Addenda

In the event of any conflicts between the specifications, terms, and conditions indicated by the Department and those indicated by the Grantee, those of the Department take precedence.

Any Grant resulting from this RFP supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties relating to this subject.

The Michigan Department of Career Development further reserves the right to interview the key personnel assigned by the successful bidder to this project and to recommend reassignment of personnel deemed unsatisfactory. The Michigan Department of Career Development reserves the right to approve subcontractors for this project and to require primary grantees to replace subcontractors who are found to be unacceptable.

**I-W NO WAIVER OF DEFAULT**

The failure of a party to insist upon strict adherence to any term of a grant resulting from this RFP shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term, of the grant.

**I-X SEVERABILITY**

Each provision of this grant shall be deemed to be severable from all other provisions of the grant and, if one or more of the provisions of the grant shall be declared invalid, the remaining provisions of the grant shall remain in full force and effect.

**I-Y RELATIONSHIP OF THE PARTIES**

The relationship between the Department and the Grantee is that of client and independent grantee. No agent, employee, or servant of the Grantee or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. The grantee will be solely and entirely responsible for its acts and the acts of its agents, employees, servants and subcontractors during the performance of this Grant.

**I-AA NOTICES**

Any notice given to a party under this Grant must be written and shall be deemed effective, if addressed to such party as addressed below upon (i) delivery, if hand delivered; (ii) receipt of a confirmed transmission by facsimile if a copy of the notice is sent by another means specified in this Section; (iii) the third (3<sup>rd</sup>) Business Day after being sent by U.S. mail, postage pre-paid, return receipt requested; or (iv) the next Business Day after being sent by a nationally recognized overnight express courier with a reliable tracking system.

Either party may change its address where notices are to be sent by giving written notice in accordance with this Section.

## **I-BB UNFAIR LABOR PRACTICES**

Pursuant to 1980 Public Act 278, as amended, MCL 423.231, *et seq*, the Department shall not award a Grant or subcontract to an employer whose name appears in the current register of employers failing to correct and unfair labor practice compiled pursuant to Section 2 of the Act. This information is compiled by the United States National Labor Relations Board.

A Grantee of the State, in relation to the Grant, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to Section 4 of 1980 Public Act 278, MCL 423.324, the Department may void any Grant if, subsequent to award of the Grant, the name of the Grantee as an employer, or the name of the subcontractor, manufacturer or supplier of the Grantee appears in the register.

## **I-CC SURVIVOR**

Any provisions of the Grant that impose continuing obligations on the parties including, but not limited to the Grantee's indemnity and other obligations shall survive the expiration or cancellation of this Grant for any reason.

## **I-DD GOVERNING LAW**

This grant shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan. Any dispute arising herein shall be resolved in the State of Michigan.

## **I-EE OWNERSHIP**

All products, materials and other tangible outcomes resulting from work performed under the grant will be the exclusive property of the Michigan Department of Career Development, which reserves the right to copyright or patent them, or otherwise protect their integrity and availability for public use.

## **I-FF ASSURANCE OF GRANT CONDITIONS**

The submission of a proposal, signed by an official authorized to bind the agency submitting the proposal contractually, shall constitute assurance that the proposing agency has accepted, unconditionally and without reservation, all conditions, requirements, and specifications of Part I of this RFP. In addition, such submission shall constitute assurance that the submitting agency understands that all or any part of this RFP may be included by reference in any grant agreement based on this RFP.



**I-GG PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

Grantees shall be bound by federal regulations regarding protection of human subjects in research (Title 34, Code of Federal Regulations, Part 97, Protection of Human Subjects, which includes Subpart A, Basic Policy, and Subpart D, Additional Protections for Children.

## **SECTION II WORK STATEMENT**

### **II-A BACKGROUND/PROBLEM STATEMENT**

The purpose of this Request for Proposals (RFP), under the title of “Operational Support Center for the Annual Career and Technical Education Completer Follow-Up Survey,” is to obtain quotations for the Michigan Department of Career Development, Office of Career and Technical Preparation to provide for continuing support of an essential data collection operation.

Local, regional, state and federal program planning and management require information about enrollment, student performance, graduation and job and advanced educational placement of, and related information about, former enrollees in CTE instructional programs. Conducting a technically complex annual follow-up survey (involving about 41,000 former students, 400 local agencies that must try to contact them, maintenance of confidentiality of respondents’ names and information they provide and inherent seasonally high operational peaks) is difficult for a state agency alone to manage efficiently and economically.

### **II-B OBJECTIVES**

The overall objective of this project is to obtain assistance in managing the data collection, processing, reporting and verifying of survey data regarding the current status of completers of State-approved Career and Technical Education Programs, to ensure timely and accurate information for state and federal program evaluation purposes. Specific objectives include:

1. Provide timely support and assistance to local education agencies collecting the survey data.
  - a. Assist 53 CEPD career and technical education coordinators or specialists and about 400 local educational agencies in the annual collection of information on the current status of nearly 41,000 completers of career and technical education instructional programs (including on-call direct technical assistance to agencies while they are actively surveying).
  - b. Provide data collection materials to local agencies to ensure consistent, accurate and complete collection and submission of the survey data, including a list of students to be followed up and all programs they completed, computer-generated coded identification labels and instructional program-specific survey logs.
  - c. Provide prompt technical assistance to local agencies during the data collection period by means of a toll-free phone line.
  - d. Conduct technical workshops for local agency personnel who manage and/or conduct the data collection.

2. Receive the survey data collected by local education agencies, process, and compile for the state.
  - a. Monitor the completeness and accuracy of the data.
  - b. Code, edit, and machine-process the data.
  - c. Produce an electronic file of unaggregated data.
3. Create and distribute state, region, CEPD, district and building-level reports of the follow-up results upon approval of report content by the Department.
  - a. Provide breakouts to Department specifications (approximately 4 separate reports at each level).
  - b. Count completers of more than one CIP code under only the CIP code specified by the completer during the survey or as counted on the unduplicated enrollment report if completer is not contacted.
  - c. Accurately compute report values from several items utilizing department-approved algorithms.
4. Protect the privacy of respondents by holding confidential the identity of individuals and the information they provided;
5. Comply with all federal regulations regarding protection of human subjects in research and;
6. Conduct studies with a sample of respondents whose data about job and advanced training status was reported to verify its accuracy and with a sample of former enrollees whose data was not received to adjust the generalizability of findings to an entire population.

Obligations of the Department to the grantee would include:

1. Approval of scheduling, content and design of workshops;
2. Timely delivery of types of unduplicated enrollment and completer data and other information specific to each CEPD and local agency;
3. Timely approval of instruction manuals and other materials for local data collection packets;
4. Timely direction for distributing the packets, obtaining adequately completed questionnaires, and coding and editing data;

5. Timely provision of specifications for the electronic data file;
6. Prompt response to requests from the grantee for help in dealing with local districts on issues involving policy, rules or regulations; and
7. Prompt response to grantee requests for advice and direction when technical and logistical problems arise.

## **II-C TASKS**

In interpreting the tasks below, bidders should heed the specifications that are presented immediately after the tasks. Bidders may wish to add tasks and subparts to tasks and amend or delete tasks if they wish to propose better, less costly ways to meet the grantee responsibilities listed in Section II-B and providing the proposal remains faithful to the intent of the objectives in the RFP.

<u>First Year Objectives</u>		<u>Minimum Outcomes</u>	
<b>1.0</b>	<b>Assist with preparation for data collection by holding workshops for local district and CEPD personnel throughout the state.</b>	<b>1.0</b>	<b>Documentation of workshop participation.</b>
<b>2.0</b>	<b>Facilitate data collection.</b>	<b>2.0</b>	<b>Logs of technical assistance provided to districts and other documentation that is evidence of efficient, timely data collection.</b>
2.1	Produce data collection and data entry manuals, cover memo and other materials.	2.1	Materials in sufficient quantity to assemble data collection packets.
2.2	Assemble packets.	2.2	Packets ready to send to CEPDs on schedule.
2.3	Distribute packets to local districts through CEPDs; notify grant monitor of problems needing attention.	2.3	CEPDs and districts receive packets on schedule; documentation of any late delivery problems.
<b>3.0</b>	<b>Provide on-call technical assistance to districts and CEPDs.</b>	<b>3.0</b>	<b>Documentation that CEPDs and districts received adequate, timely service on request.</b>
<b>4.0</b>	<b>Monitor data collection deadlines taking appropriate action to keep process on schedule.</b>	<b>4.0</b>	<b>Accurate, complete data sets received on schedule, with high local and state return rates.</b>
<b>5.0</b>	<b>Process data.</b>	<b>5.0</b>	<b>Accurate data processed, compiled and documented to Department specifications.</b>

<u>First Year Objectives</u>		<u>Minimum Outcomes</u>	
5.1	Review, edit, code and enter data.	5.1	Activities performed accurately and on schedule.
5.3	Produce and provide electronic data file to Department.	5.3	Data file received and runs on Department equipment without problems.
5.4	Document coding and calculations used.	5.4	Codebook specifying variable names, location and coding values, and documentation of algorithms used for calculated values.
<b>6.0</b>	<b>Create data reports.</b>	<b>6.0</b>	<b>Accurate data compiled into reports according to OCTP specifications.</b>
6.1	Accurately calculate report values from single or multiple items utilizing department-approved algorithms with break outs according to Department specifications.	6.1	Accurate values calculated for each of several separate reports at state, region, CEPD, district and building levels to Department specifications.
6.1	Ensure that completers of more than one CIP code are counted only under the CIP code specified by the completer during the survey or as counted on the unduplicated enrollment report if completer is not contacted.	6.2	Completers correctly counted only under specified CIP code without negatively affecting results for other CIP codes.
6.2	Create reports at the state, region, CEPD, district and building-levels with breakouts to Department specifications (Currently includes 4 separate reports including a breakout of employment and continuing education by CIP code).	6.3	State, region, CEPD, district and building-level reports created to Department specifications.
<b>7.0</b>	<b>Provide survey findings to CEPDs, local districts, and OCTP.</b>	<b>7.0</b>	<b>CEPDs and districts receive data reports no later than September 1.</b>
7.1	Reproduce, assemble and distribute reports created in 6.2.	7.1	Findings accurately assembled and distributed on schedule.

<u>First Year Objectives</u>		<u>Minimum Outcomes</u>	
<b>8.0</b>	<b>Keep questionnaires filed by district until released in writing by grant monitor.</b>	<b>8.0</b>	<b>Questionnaires and confidentiality of respondents kept safe.</b>
8.1	Destroy questionnaires under secure conditions, when released, or, on local district request, return to originating districts at districts' cost.	8.1	Disposition of questionnaires certified in writing.
<b>9.0</b>	<b>Write summary evaluative report of follow-up operation suggesting improvements for next survey.</b>	<b>9.0</b>	<b>Report accepted by monitor.</b>
<b>10.0</b>	<b>Conduct studies to verify selected responses and non-responses to follow-up survey.</b>	<b>10.0</b>	<b>Report of study accepted by grant monitor.</b>
10.1	Design study, including sampling plans, information about accuracy of response to questionnaire items and about the validity of the non-responder status of the reported non-responders. (Statistical band of confidence for the findings will not exceed plus or minus five (5) percent, with three (3) percent preferred)	10.1	Written design approved by grant monitor.
10.2	Conduct study.	10.2	Documentation of process.
10.3	Comply with all federal regulations regarding protection of human subjects in research.	10.3	Certification of compliance with applicable federal regulations regarding protection of human subjects in research.
10.4	Process and analyze data; write reports of findings, interpretations, conclusions and recommendations.	10.4	Report accepted by monitor.
<b>11.0</b>	<b>Take part in routine re-examination of the follow-up survey, including uses and form of findings, utility of data items, collection burden, survey design, and other topics of concern. (The Department estimates the grantee's participation will not exceed five person days.)</b>	<b>11.0</b>	<b>Active participation of grantee staff with Department staff examining the usefulness and efficiency of the follow-up.</b>

#### First Year Objectives

#### Minimum Outcomes

**12.0 Prepare a grant continuation proposal for the next year operation and submit it by July 1 of the current grant year.**

12.1 Grantee's staff drafts proposal and discusses it with monitor before writing final draft.

**12.0 Proposal approved by monitor.**

12.1 Grant Administrator assists in planning proposal and approves final draft.

#### Timeline

The grant for the first year will begin October 1, 2002 and end September 20, 2003. It may be renewed for operation in FY 2004 and FY 2005 at the Department's option.

Timelines for objectives are anticipated as follows:

Objective 1	October through January
Objective 2	March through April
Objective 3	February 15 through July
Objective 4	April through July
Objective 5	June through July
Objective 6	July through August
Objective 7	August 20 through August 30
Objective 8	May through September
Objective 9	September
Objective 10	May through August
Objective 11	October through September
Objective 12	June

## **II-D PROJECT CONTROL AND REPORTS**

### **1. Project Control**

- a. The Grantee will carry out this project in coordination with the Office of Career and Technical Preparation of the Department.

- b. The grantee's director will meet monthly on-site, in Lansing, or as otherwise mutually agreed, with the Department's Grant Administrator for the purpose of reviewing progress and providing necessary guidance to the Grantee in resolving problems which arise.
- c. Beginning one month from the initiation of the work under the grant, the Grantee will provide written progress reports as specified in Part II-D-2.
- d. Within five (5) working days of the award of the Grant, the Grantee will submit a final work plan to the Office of Career and Technical Preparation Grant Administrator for final approval. This final implementation plan must be in agreement with Section IV-C subsection 2 as proposed by the bidder and accepted by the Department, and must include the following:

- (1) The Grantee's project organizational structure
- (2) The Grantee's staffing table with names and title of personnel assigned to the project. This must be in agreement with staffing of accepted proposal. Necessary substitutions due to change of employment status and other unforeseen circumstances may only be made with prior approval of the Department.
- (3) The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each.
- (4) The time-phased plan in the form of a graphic display, showing each event, task, and decision point in your work plan.

e. Within one month after the termination of work under the grant, the Grantee will submit a detailed final narrative report as outlined in Part II-D-2.

f. Within 30 days following liquidation of the final expenditure, but no later than 60 days after the ending date of a grant, the Grantee will submit a final financial report on forms provided by the Department. However, if the annual project term ends after June 30, the Grantee must also make an interim expenditure report as of June 30, to be submitted no later than July 31.

## 2. Reports

Required reports include those listed in the objectives, written final narrative and financial reports.



## **II-E GRANT PAYMENT SCHEDULE**

The payment schedule for any grant entered into as a result of this RFP will be negotiated and reflect restrictions of the funding source.

## **II-F MULTIPLE YEAR GRANTS**

Part II, the “Work Statement” of this RFP, contains grantee responsibilities, work outcomes and objectives for one project year. If grantee responsibilities, work outcomes or objectives for years subsequent to the first are included, they appear ONLY to place the first year’s work in perspective and to indicate the Department’s intention, but not binding commitment, to fund the additional year. The bidder’s proposal should recognize the additional year intended but address specifically and in detail ONLY the first year objectives.

In any case, the grant, if awarded, will be for one year or less. Award of grants for continuation or multiple-year grants will depend upon considerations, which include, but are not limited to, the results of an annual evaluation of the work and grantee’s performance, the availability of funds, and the submission and acceptance of a continuation proposal.

## **II-G FUNDS ALLOCATED**

Funds in the amount of \$100,000 are budgeted for the first year of the grant. However, the grant is competitive and the amount finally approved may be less than total estimated.

## **SECTION III BIDDING INFORMATION**

### **III-A PREPROPOSAL CONFERENCE**

A formal preproposal conference will be held at 1:00 p.m., Tuesday August 20, 2002 in the State Board Room, 4<sup>th</sup> Floor of the Hannah Building, 608 West Allegan Street, Lansing, Michigan. The purpose of this conference is to discuss with prospective bidders the work to be performed and to provide an opportunity to ask questions arising from a review of this RFP. In view of the limited facilities available for the conference, it is requested that representation be limited to two persons per bidder. The preproposal conference is for information only. Answers furnished will not be official until and unless verified in writing by the Department. Answers that change or substantially clarify the RFP will be affirmed in writing; copies will be provided to all recorded as having received the RFP. Neither the Office of Career and Technical Preparation nor the Office of Contract and Grant Administration will respond to telephone inquiries or visitation by bidders or their representatives. The preproposal conference will be the bidders' only opportunity to personally address questions concerning the RFP.

### **III-B PROPOSALS**

To be considered, each bidder must submit a COMPLETE response to this RFP, using the format provided in Section IV. No other distribution of proposals is to be made by the bidder. The Technical Proposal itself must include a statement as to the period during which the Technical Proposal itself remains valid. This period must be at least sixty days from the due date for responses to this RFP. However, the rates quoted in the PRICE PROPOSAL remain firm for the period indicated in Sections I-E and IV-F. Proposals must be signed by an official authorized to bind the bidder to its provisions.

### **III-C ORAL PRESENTATION**

Bidders who submit proposals may be required to make oral presentations of their proposals to the State. These presentations provide an opportunity for the bidder to clarify his/her proposal to insure thorough mutual understanding. The Department will schedule these presentations, if necessary.

### **III-D ECONOMY OF PREPARATION**

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content.

### **III-E SELECTION CRITERIA**

Responses to this RFP will be evaluated based on the following criteria:

1. Statement of the Problem (5 points)

The bidder should demonstrate an understanding of the problem well beyond a reiteration of the narratives in Parts I-A and II-A of the RFP. The statement should be logical, coherent, and appropriate to the work objectives proposed.

2. Management Summary/Work Plan (40 points)

This refers to Parts IV-C1 and IV-C2 (Management Summary Narrative and Technical Work Plan). The proposal should describe how the Grantee plans to address the objectives and tasks outlined in this RFP. Proposals will be evaluated based on the following criteria:

- Does the proposal clearly outline the tasks to be accomplished to meet the objectives of the RFP? Objectives need not be those specified in the RFP, however, bidders substituting alternatives must demonstrate beyond question that they are proposing an adequate, better solution to the problem.
- Does the work plan provide sufficient detail regarding when and how specific tasks will be accomplished?
- Will the tasks as proposed result in the outcomes described in the RFP?

3. Capability and Qualifications (25 points)

The written proposal should indicate the ability of the Grantee to meet the terms of the RFP, especially the time constraints, quality, and prior experience with projects similar to that described in the RFP. The proposal should demonstrate the Grantee's potential for performing the required work.

4. Qualified Personnel (20 points)

The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project. Qualifications will be measured by education and experience, with particular reference to experience on projects similar to that described in the RFP. Emphasis will be placed upon the qualifications of bidder's Project Manager and the Manager's dedicated management time as well as that of other key personnel working on this project.

## 5. Cost and Price Analysis (10 points)

The cost and price analysis will be evaluated based on the following criteria:

- Does the cost and price analysis provide an adequate level of detail as specified in the RFP?
- Is the proposed budget adequate to accomplish the tasks proposed?
- Do the costs appear reasonable and justified for the tasks described?
- Is appropriate justification provided for the costs described?

### **III-F ADDENDA TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders who received the basic RFP at the preproposal conference, by mail or in person at the Department.

### **III-G SEALED BID RECEIPT (SEE ALSO PARAGRAPH IV-G)**

**SEALED PROPOSALS MUST BE RECEIVED AND TIME-STAMPED IN THE OFFICE OF CONTRACT AND GRANT ADMINISTRATION ON OR BEFORE THE DUE DATE AND TIME SPECIFIED ON THE COVER PAGE OF THE RFP.**

Bidders are responsible for timely receipt in the Office of Contract and Grant Administration of their proposal. PROPOSALS WHICH ARE RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME CANNOT BE CONSIDERED.

### **III-H INDEPENDENT PRICE DETERINATION**

1. By submission of a proposal, the bidder certifies, and in the case of a joint proposal each party thereto certifies as to its organization, that in connection with this proposal:
  - a. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
  - b. Unless otherwise required by the law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to award directly or indirectly to any other bidder or to any competitor; and
  - c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

2. Each person signing the proposal certifies that:
  - a. He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal and that he/she has not participated, and will not participate, in any action contrary to Paragraphs A.1., 2. and 3. above; or
  - b. He/she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to Paragraphs A.1., 2. and 3. above, and as their agent does hereby so certify; and that he/she has not participated, and will not participate, in any action contrary to Paragraphs A.1., 2. and 3. above.
3. Should a bidder be awarded a Grant resulting from this RFP, and be found to have failed to abide by the provisions set forth in this Section, said entity will be in default of the grant. Consequences may include cancellation of the Grant (See Section I-N Cancellation).

### **III-I AWARD**

The Department reserves the right to award by item, part or portion of an item, group of items or total proposal, to reject any and all proposals in whole or in part or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the State. This RFP is made for information or planning purposes only. The State does not intend to award the grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. In determination of awards, the qualification of the bidder, the conformity with the specifications of services to be supplied and the delivery terms will be considered.

The State further reserves the right to interview the key personnel assigned by the successful bidder to this project and to recommend reassignment of personnel deemed unsatisfactory to the State. The State reserves the right to approve subcontractors for this project and to require primary Grantees to replace subcontractors who are found to be unacceptable.

## **SECTION IV INFORMATION REQUIRED FROM BIDDERS**

Bidder's proposal to be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered by the vendor to be essential to a complete understanding of the proposal submitted. Each section of the proposal should be clearly identified with appropriate headings.

### **IV-A BUSINESS ORGANIZATION**

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work proposed. Indicate whether it operates as an individual, partnership or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Michigan. List all subcontractors; include firm name and address, contact person, complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

### **IV-B STATEMENT OF THE PROBLEM**

State in succinct terms your understanding of the problem presented by this RFP. Evidence of sufficient understanding should extend beyond a mere restatement or paraphrase of the problem statement from the RFP.

### **IV-C MANAGEMENT SUMMARY**

#### **1. Narrative**

Include a narrative summary description of the proposed effort and of the products that will be delivered including a proposed outline of the final report. If any support is to be provided by a subcontractor, said subcontractors are to indicate their capability and willingness to carry out the work. In addition, the information requested in IV-A above, and IV-D below, should be provided for each potential subcontractor.

#### **2. Technical Work Plans**

Describe in narrative form your technical plan for accomplishing the work. Make specific reference to the objectives in the RFP (Part II-C), to the objectives listed in Part II-B and to specific Department obligations, if any.

Include a PERT chart or similar display, time-related, showing each event, task, product and major decision point in your work plan.

State how educational equities based upon considerations of sex, race, handicapping condition and disadvantage will be addressed within the objectives of the work statement. Describe a formative/summative evaluation plan appropriate to the work and a brief rationale for the design proposed.

Describe procedures that will be used to maintain confidentiality of data.

### 3. Prior Experience

Indicate here prior experience of your firm, which you consider relevant to the successful accomplishment of the project defined by this Request for Proposal. Include sufficient detail to demonstrate the relevance of such experience. Proposals should include, in this section, descriptions of qualifying agency or corporate experience; which includes descriptions, costs, and starting and completion dates of projects successfully completed. Also, show the name, address and phone number of the responsible official of the client organization who may be contacted about the projects listed.

### 4. Project Staffing

Your agency must be able to staff a grant team which possesses talent and expertise in the areas of:

- Managing of logistics in a complex, technical project with close and strict deadlines.
- Designing, conducting, and reporting survey research, including sampling methodology, use of inferential statistics, and phone survey methodology;
- Accurately and efficiently handling large volumes of data;
- Editing, coding and entering data and producing computer data files according to specifications;
- Obtaining cooperation from local school district personnel;
- Operating successfully in a situation in which clients are closely involved in operations; and
- Assembling and distributing large volumes of individually prescribed packets of materials with a low error rate.

List the executive, professional and technical personnel who will be employed, noting individual skills and qualifications which apply to the work proposed. Show where these personnel will be physically located when they are working on the grant. Identify key individuals by name and title. Indicate the amount of dedicated management time for the bidders' project manager and other key individuals.

Describe the need for consultants, if any, and show how their hire is directly related to the objectives of the project. (See the notes regarding a limit on payment rates for consultants under IV-F below).

Indicate the number of staff hours you have allocated to each task on a staff person-by-task chart. (Include consultants, if any.)

The amount and type of personnel time proposed should be commensurate with the tasks and activities required to achieve the objectives of the project. The salaries and fringe benefits of project personnel should be commensurate with the amount of time (based upon a full-time annual base of 2080 hours) to be actually devoted to the project and to the level of responsibility of each project person.

Attach resumes of qualifications of the proposed grant staff.

#### 5. Subcontractors

List here all subcontractors; include firm name and address, contact person, complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

### **IV-D BIDDER'S AUTHORIZED EXPEDITOR**

Include the name and telephone number of person(s) in your organization authorized to expedite any proposed grant with the State.

### **IV-E ADDITIONAL INFORMATION AND COMMENTS**

Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

### **IV-F PRICE PROPOSAL**



1. All prices/rates quoted in bidder's response to this RFP will be firm for the duration of the grant. No price changes will be permitted.
2. Provide the cost/rate/price information required in the pricing section for all firms/persons named in your technical proposal to demonstrate the reasonableness of your price proposal. THE PRICING PROTION OF YOUR PROPOSAL MUST BE LABELED, THEN BOUND AND SEALED SEPARATELY FROM THE TECHNICAL PORTION OF YOUR PROPOSAL. Since this part of your proposal will be separate from the rest, be sure to identify the RFP and your agency on the first page and on the outside of the sealed wrapper.

Follow the form outlined below:

- a. Personnel Costs. Itemize so as to show the following for each category of personnel with a different rate per hour:
  - (1) Category; e.g., project manager, senior analyst, etc.
  - (2) Estimated hours.
  - (3) Rate per hour.
  - (4) Total cost for each category and for all personnel.

Note: Consultant rates, if any, must fall within the provision of he Department's General Operation Procedure #18, as revised 3/14/84. It allows a maximum rate of \$175 per day with payment not allowed for preparation or reporting days.
- b. Cost of Supplies and Materials. Itemize.
- c. Transportation Costs. Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Present rates and multipliers (e.g. miles, days, persons) such that reviewers can see how you arrived at the amounts prepared.
- d. Equipment Costs. Itemize.
- e. Other Costs. Itemize.

- f. General and Administrative Burden or Overhead. The link between the work to be done and need for indirect cost should be made clear. Indicate the percentage and total. Universities and private firms may propose not more than eight (8) percent of their direct costs. A local or intermediate educational agency is limited to the restricted indirect rate established for it by the Department.
  - g. Total Price Bid for Project.
3. Independent Price Determination. Include a statement substantially as follows:

“This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled, ‘Independent Price Determination’ in Part III-H of the RFP to which this proposal is a response.”

#### **IV-G PROPOSAL SUBMITTAL**

Submit 8 copies of your Technical proposal and 8 copies of your separately sealed Price Proposal in accordance with the following instructions:

1. **SEALED PROPOSALS MUST BE RECEIVED AT THE OFFICE OF CONTRACT AND GRANT ADMINISTRATION AND TIME-STAMPED BY THE OFFICE OF CONTRACT AND GRANT ADMINISTRATION NOT LATER THAN THE DUE DATE AND TIME SPECIFIED. PROPOSALS RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME CANNOT BE CONSIDERED.**

**BIDDERS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS ON THE OUTSIDE OF THE ENVELOPE: The Request for Proposal Number; The Date Due; and the Vendor Identification Number (FEIN or SEIN). If a delivery service is used which prohibits such markings on their envelope or package, this information must be placed on the outside of an interior envelope or package.**

The Office of Contract and Grant Administration address for proposals submitted by CONTRACT CARRIER, COURIER DELIVERY, or PERSONAL DELIVERY, is:

Wes Van Malsen  
Office of Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor

Lansing, Michigan 48913

Proposals submitted through the US. POSTAL SERVICE should be addressed as follows:

Wes Van Malsen  
Office of Contract and Grant Administration  
Michigan Department of Career Development  
201 N. Washington Square, 7<sup>th</sup> Floor  
Lansing, Michigan 48913

**02-RFP-005**

## APPENDIX A Definitions

CEPD refers to one of 53 Career Education Planning Districts, each with a regional Career and Technical Education (CTE) administrator who provides coordination and liaison between the Department and local districts regarding CTE matters.

Data collection packet refers to a printed questionnaire and other materials produced by the grantee. The materials may include an instruction manual, a cover memo from the State Director of the Office of Career and Technical Preparation, a computer-generated set of labels for identification of individual questionnaires, and a log for managing the data collection process.

Department refers to the Department of Career Development

OCTP refers to Office of Career and Technical Preparation, Michigan Department of Career Development.

Operational Support Center refers to an agency that manages the data collection, maintains liaison with the schools and centers to provide technical assistance, and edits and assembles the data for later analysis in the Department.

Region refers to the 25 Career Initiatives regions.

Student follow-up survey refers to an annual study in the spring of each year. It surveys the job and advanced educational status of former students who left their schools as seniors the previous school year and who had completed CTE programs in Michigan as juniors or seniors. Schools and centers that enrolled the former students in CTE programs collect the data by mail or telephone or both.

Survey findings refer to a computer-printed output document which presents selected survey findings specific to the state, each CEPD, each region, and each local district or center with CTE programs. The state findings usually consist of eight pages, the CEPD report six pages, and the local district findings from two to six pages. In the near future, OCTP plans to use electronic channels to report to districts.